

GENERAL INFORMATION WHEN LEAVING INDIANA STATE GOVERNMENT

NOTICE OF INTENT TO RESIGN

If you decide to leave state employment, a minimum of two weeks advance notice must be given in writing in order to leave in good standing, unless your appointing authority expressly waives this and accepts a shorter notice. You are expected to work each assigned day during that two-week period. Furthermore, use of paid leave cannot be granted beyond the last day you are physically present at work. Leaving in good standing entitles you to consideration for future rehire. You should route your resignation letter through your supervisor or to your assigned HR representative.

PRESERVATION OF PUBLIC RECORDS

Indiana Code 35-44.1-1 provides, in pertinent part: A public servant who knowingly or intentionally fails to deliver public records and property in the public servant's custody to the public servant's successor in office when that successor qualifies commits official misconduct, a Class D felony.

Public records, in all forms and media, must be retained in accordance with the Records Retention Schedules established by agencies and maintained by the Commission on Public Records. You are prohibited from altering, removing, damaging or destroying any public records, excluding transitory or duplicate emails, during the process of "cleaning out your desk."

- All records related to work performed on behalf of a state agency are the property of the State.
- You may request a copy of your Contacts folder; however, personal files should not be kept on state equipment or premises and may be inaccessible to you upon your separation from employment.
- You must coordinate with assigned legal staff on matters in litigation for which you may have relevant records.

Additional information on public records is available at <http://www.in.gov/legislative/ic/code/title5/ar14/ch3.html>, IC 5-14-3-1, et seq., and the State of Indiana's Employee Handbook at <http://www.in.gov/spd/files/eehandbook.pdf>. The state's retention schedules are available at www.in.gov/icpr/2766.htm.

POST-EMPLOYMENT RESTRICTIONS

Post-employment restrictions imposed by the Indiana Ethics Code are available at http://www.in.gov/spd/offboarding/files/Understanding_Post_Employment_Restrictions.pdf. You may also request advice about the specific facts of your situation from the State Ethics Commission or Office of the Inspector General at this website: <http://www.in.gov/ig/2334.htm>.

YOUR MAILING ADDRESS

All final paychecks and W-2s are mailed through the U.S. Postal Service; therefore, you must review and update your mailing address. Please provide a forwarding address to us if your residence changes prior to receiving these items. Changes should be submitted in writing to your assigned human resources staff.

Please also provide forwarding address(es) whenever you move so long as you are eligible for or are receiving retirement benefits or maintaining accounts or receiving benefits related to a health savings account, flexible spending account, deferred compensation account or retiree health care benefits. Address changes necessary for these benefits must be submitted to the administrator of each benefit. Contact information can be found below in other sections on these topics.

ACCRUED LEAVES

In accordance with the state civil service rules, state employees resigning or retiring in good standing or being laid-off from state service may be compensated for up to 225 hours of accrued but unused and uncompensated vacation leave. That compensation will be in your last paycheck.

Employees who are dismissed forfeit all vacation, sick, and personal leaves.

Employees who have used vacation or holiday time prior to actually accruing such time will have payment for that time deducted from the final paycheck. Employees who are rehired will have accrued but unused and uncompensated sick, vacation and personal leave balances restored. Employees should verify their leave balances so leave can be efficiently restored in the event of rehire.

RETIREMENT FUNDS

Retirement funds are administered by the Indiana Public Retirement System (INPRS). Changes in your mailing address must be submitted separately to INPRS to ensure you continue to receive information and benefits promptly. A Change of Address form is available at <http://www.in.gov/inprs/perfmbforms.htm>.

General Information: <http://www.in.gov/inprs/>

PERF Toll-free: (888) 526-1687

TRF Toll-free: (888) 286-3544

The Customer Service Center for accounts in both PERF and TRF is located at
One North Capitol, Suite 001, Indianapolis, IN 46204

DEFERRED COMPENSATION

You will need to contact Hoosier Start 1-877-728-6738, Option 2. Withdrawals within the plan guidelines may be made from your accounts for unforeseeable emergencies. Changes in your mailing address must be submitted separately to Hoosier S.T.A.R.T. to ensure you continue to receive information and benefits promptly. More details can be located at <http://www.in.gov/auditor/hoosierstart/>.

HEALTH CARE & LIFE INSURANCE BENEFITS

The information below is a brief overview of benefit options; however, more details concerning your benefits can be found here: <http://www.in.gov/spd/2337.htm>

COBRA

Health, dental and vision coverage is effective for 18 days beyond the last payroll deduction for individuals paid through the Auditor's system. COBRA information will be mailed directly to your home address of record. You will have 60 days from the date of the notice or from the termination date of benefits, whichever is later, to apply. If the election is made timely and applicable premiums are paid, then your insurance is reactivated back to the loss of coverage date.

Life insurance is effective for 18 days beyond the last payroll deduction. Employees may also be eligible to convert or transfer Life Insurance Benefits to an individual insurance policy without submitting evidence of insurability or good health. All of this information plus the relevant premium rates will be included in the COBRA packet that will be mailed to your address of record. More details concerning COBRA can be found here: <http://www.in.gov/spd/2747.htm>.

HEALTH SAVINGS ACCOUNTS

The money that is in your Health Savings Account/HSA is yours to use on qualified medical expenses per the IRS and plan regulations. The account will remain active until all funds have been exhausted. Questions should be directed to Tower Bank at 888-HSA-TOWR or <http://www.towerbank.net/>.

FLEXIBLE SPENDING ACCOUNTS

Medical Flexible Spending Account:

Employees enrolled in the medical flexible spending account who separate from employment are not allowed any days past separation of employment to incur expenses but are allowed 30 days to submit expenses incurred prior to separation.

Dependent Care Flexible Spending Account:

Employees enrolled in the dependent care flexible spending account who separate from employment will be allowed 30 days past separation of employment to incur expenses and an additional 60 days to submit expenses.

Claim forms, including detailed receipts/invoices, may be sent for processing via:

Fax to: (317) 284-7269 or (866) 241-1488

Email to: FlexPro@keybenefit.com

Mail to: Key Benefit Administrators – FlexPro

PO Box 55210

Indianapolis, IN 46205

CONVERSION/ELECTION to TRANSFER LIFE INSURANCE COVERAGE

Forms are provided by the State Personnel Department with your COBRA packet and are also located at www.employeebenefits.aul.com.

Important Note: It is the employee's responsibility to complete and return the necessary application and forms to AUL within the required timeframe before any request for coverage can be reviewed or approved. Insured dependents may be eligible to apply for conversion and these forms are also located at www.employeebenefits.aul.com.

EAP (EMPLOYEE ASSISTANCE PROGRAM)

The State of Indiana participates in an Employee Assistance Program through Anthem. Please do not hesitate to use the services available through the EAP through your benefits termination date. Call for free, confidential help 24 hours a day, 7 days a week at 1-800-223-7723.

BENEFITTING YOU

For additional questions regarding how resignation or retirement affects your insurance benefits, please consult our Benefitting You handbook which can be found at http://www.in.gov/spd/files/Benefitting_You.pdf. You can direct benefits related questions to the State Personnel Benefits Call Center at (317) 232-1167 if you are in Marion County or toll free at 1 (877) 248-0007 or spdbenefits@spd.in.gov.

ADDITIONAL INFORMATION ON HEALTH CARE BENEFITS AVAILABLE ONLY UPON RETIREMENT

EARLY RETIREE INSURANCE PROGRAM

Eligible employees may be able to extend health, dental and vision coverage until Medicare eligibility. If you are eligible for this program, you will be mailed an application after your final pay check. For more information, please consult our Benefitting You handbook which can be found at http://www.in.gov/spd/files/Benefitting_You.pdf or the Early Retiree Insurance webpage at <http://www.in.gov/spd/2734.htm>.

RETIREE LEAVE CONVERSION PROGRAM

The Retiree Leave Conversion Program extends compensation to include accrued but unused and uncompensated vacation leave in excess of the 225 vacation hours as well as sick and/or personal leave upon retirement in accordance with 31 IAC 5-10. No application is necessary and eligible employees will automatically receive payment within 90 days of separation. For more information, please consult our Benefitting You handbook which can be found at http://www.in.gov/spd/files/Benefitting_You.pdf.

RETIREE MEDICAL BENEFITS ACCOUNT

For the Retiree Medical Benefits Account, you will need to contact Greg Strack at the State Budget Agency at (317) 232-5623 as this program is not administered by State Personnel. If you are eligible for the program, you will be automatically enrolled and receive further information once your application for INPRS Retirement has been processed. Contact Greg for more details or log on to <http://www.in.gov/sba/2357.htm>.

CONTACT INFORMATION

The Human Resources (HR) staff assigned to your agency will be able to answer most of your questions and assist you with your separation.

The State Personnel Department staff is available to you by calling 1.855.SPD.INHR (1.855.773.4647) or by submitting your email inquiry at <http://www.in.gov/spd/2322.htm>.